



## **SPECIAL EVENT COMPONENT SUMMARIES**

The following is a list of components in the special event process that are required to be completed and approved by city staff. Please be advised that additional information may be requested by the Special Events Committee after review of your application. It may also be determined that some of these items are not applicable to your specific event. Acceptance of your special event application by the city is not a guarantee of the date and location or automatic approval for your event. The Applicant must complete the application requirements entirely and receive approval before a permit will be issued. For detailed information regarding each component, refer to the special event application reference book, Chapter 8.17 of the Carlsbad Municipal Code, or contact the Office of Special Events at 760-931-2297.

### **APPLICATION**

The special event application must be submitted at least 90 days and not more than two years in advance of the event. At least nine to 12 months ahead is a preferred time-line. Please attach copies of promotional materials, advertising, maps, schedule of events/activities, etc. that are provided to the public and participants.

### **AUTHORIZATION DOCUMENTATION**

Letters of authorization are required to document each party's role in the special event process and to indicate who is legally responsible for the event. Authorizations on letterhead are greatly appreciated, and may be granted for up to five years to be kept on file. You will be asked to verify that the Applicant or Agent of the Applicant has authorization to apply for the event and sign the application. Event staff or the Professional Event Organizer will also be asked to provide documentation granting authorization to work with the Special Event Committee on behalf of the Applicant or Agent regarding the event. Authorizations are typically signed by the Applicant, property or business owner, Chief Executive Officer, corporate President, or a national office representative.

### **BUSINESS LICENSING/THIRD PARTY VENDOR FEE**

A valid, unexpired City of Carlsbad Business License is required for all special event Applicants. You are required to provide a copy of your license for verification by city staff. Non-profit organizations are also required to have a business license. A copy of the IRS 501(C)(3) tax exemption letter is required with the business licensing application. There is no cost for a non-profit business license. To obtain a license, contact the Business Licensing Department at 760-602-2495 at least 30 days in advance of needing a license. An amendment to 8.17.070 CMC now also requires an Applicant to pay a non-refundable fee to allow third party vendors to participate under the Applicant's business License. The fee is calculated as follows:

- \$125 for the first day
- \$100 for the second day
- \$75 for each day thereafter

### **WESTFIELD SHOPPING CENTER**

The parking lot at Westfield Shopping Center is owned by the City of Carlsbad. If that parking lot is involved in your event, a letter of consent is required from the City of Carlsbad's Property and Environmental Management Department before the special event application can be accepted.

## **APPLICATION FEE**

A non-refundable processing fee must accompany your special event application.

- \$110 for a minor event--an event that does not require a traffic control plan (TCP) or that requires a TCP for two or fewer intersections and does not involve a secondary, major, or prime arterial
- \$330 for a major event--an event that requires a TCP for three or more intersections or involves a secondary, major, or prime arterial

## **AFFECTED PARTY MEETING**

An affected party meeting is required to allow the Applicant to identify and address concerns of affected parties regarding the time, place, and manner in which the special event is to be held. Concerns regarding the message or viewpoint of the Applicant are not to be considered. This meeting must be held between 80 and 180 days prior to the event date. Affected parties must be notified by the Applicant via the United States Postal Service or by direct distribution of the meeting a minimum of ten days prior to the meeting. An affected party meeting is required for the following events:

- A first-time major event
- A major event that has not been held for more than two years
- A first-time event at a city facility that is not authorized by a facility use permit
- An event at a city facility that is not authorized by a facility use permit and that has not been held for more than two years

## **INSURANCE**

Insurance requirements depend on the risk level of the event. As a general rule, the City of Carlsbad requires a minimum of one million dollars in liability coverage. Events with higher risk levels require additional insurance coverage in the form of higher limits and/or multiple policies if all activities cannot be covered by one policy. Refer to the special event application for more details regarding specific verbiage, a sample certificate, sample endorsements, possible exclusions, and a checklist for the insurance requirements. You may also contact the City of Carlsbad's Risk Management Department at 760-602-2470 with any questions.

The following insurance documents must be submitted along with the original application to allow sufficient time for comment and revisions:

- Certificate(s) of insurance
- Endorsement(s) to the policy
- Copy of additional certificate(s) of insurance with endorsement(s) for special aspects
- Copy of blank waivers and releases of liability forms for athletic participants (release of the City of Carlsbad from liability must be included on the form)

Special aspects are exclusions to general liability policies. Event holders should check their policy to ensure coverage for all proposed activities in advance. Additional policies or confirmation of coverage in any one policy submitted are generally required for activities that are:

- commonly excluded from the typical Commercial General Liability policy
- typically outside the scope of coverage for a policy for one specific activity, such as a single sport

Copies of waiver and release of liability forms signed by all athletic participants are required for city sponsored events in the after action stages of the process.

## **SITE PLAN**

A detailed site plan of the event venue is required. Your site plan should be produced in an "8 ½ x 11" or "11 x 17" standard format and submitted along with the original application to allow sufficient time for comment and revisions. Please indicate:

- Names of streets or areas
- Fencing/barriers/barricades
- Exit locations/20 foot emergency lanes
- Structures/bleachers/booths
- Tents/canopies/umbrellas
- Parking for disabled/staff/patrons
- Shuttle zones
- Ambulance location
- First aid
- Police Command Post
- Restrooms
- Trash/recycling/dumpsters
- Water supply/run-off containment/storm drains
- Water stations
- Food/cooking areas
- Alcohol service areas
- Fire extinguishers
- Fuel storage/generators/electricity
- Vehicles/trailers
- Inflatable/rides
- Freedom of speech area
- Expo areas

## **BUILDING PERMIT**

The City of Carlsbad's Building Department may require the issuance of building permits should the event include:

- Portable structures
- Prefabricated structures
- Site built structures
- Bleachers
- Elevated platforms
- Tents
- Membrane structures
- Other similar structures
- Involve electrical modifications

Provide all necessary structural calculations, drawings, and related site inspections required by the building department to facilitate the review and permit issuance. A cash bond with a completion/forfeiture date may be required if plans/permits are not complete at the time the building application is filed. For more information, you may contact the Building Department at 760-602-2725 no less than 14 calendar days prior to needing your permit.

## **TRAFFIC CONTROL PLAN (TCP)**

A traffic control plan is required for events that block or alter the flow of pedestrian, bicycle, or vehicular traffic. The city mandates the services of a private barricade vendor to draft and implement the TCP. The City of Carlsbad's Transportation Department reviews and approves these plans. Your TCP should be produced in an "8 ½ x 11" or "11 x 17" standard format and submitted along with the original application to allow sufficient time for comment and revisions. Please note that if your TCP does require revisions, you will need to return the original and the newly edited version for review. Although we cannot recommend a specific private traffic control vendor, sponsors of previous events have used the services of:

- Traffic Control Services, Inc. 760-480-1177
- Hi-way Safety, Inc. 760-745-2250
- Hudson Safe T Lite 619-286-9700
- Cecilia's Safety Service, Inc. 858-793-4465
- Co's Traffic Control Inc. 858-259-0300

## **SAFETY EQUIPMENT**

If your event closes, blocks, or interrupts traffic flow, you will be required to obtain traffic safety equipment for your venue. You will also be required to ensure that proper detour/parking information and signage are posted in approved locations. Depending on the type of event, you may need to use barricades, traffic cones, directional signage, fencing, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. Traffic control devices will not be supplied by the City of Carlsbad. The following types of signs may be posted as follows:

- Traffic control/directional signs may not be posted more than four hours prior to and after the event.
- Road closure signs may be posted 10-15 days prior to the scheduled closure.

## **SIGNAGE**

Aside from traffic control signage, off-site signage is generally prohibited for special events. The City of Carlsbad's Building, Planning, and Code Enforcement Departments review requests for signage that are for purposes other than traffic control. Indicate all signage and what it says on the site plan, route map, and/or TCP. All venue signs with more than 16 square feet of sign area or signs that are more than four feet above ground level must be identified on the site plan. Signs/banners must be less than 50 square feet. Specific sign allowance and placement regulations are outlined per CMC §8.17.110 and §21.41.100.

## **ROUTE MAP**

A detailed route map is required for events in motion. Be sure to indicate: direction, type of travel, road closures, number of participants, narrative/timeline, storm drains, water stations, etc. If vehicles or boats are involved, please indicate the type, size, and number. Your route map should be submitted along with the original application to allow sufficient time for comment and revisions.

## **PARKING MANAGEMENT PLAN/SHUTTLE PLAN (PMP)**

A parking management plan is required if parking will be provided outside the venue, private property is involved, parking waivers are requested, or shuttle services are involved. Your PMP may include: a parking waiver site plan, handicapped parking provisions, a copy of the letter of consent from all private property owners, copies of special parking passes for handicap/VIP/event staff, shuttle service information. The City of Carlsbad's Transportation Department reviews and approves these plans. Your PMP should be submitted along with the original application to allow sufficient time for comment and revisions.

## **KIOSK RESERVATIONS**

The city provides kiosks for your promotional advertisement signs. Reservations are required for a possible of eight locations each for a 16 day maximum advertisement prior to the event with a two day grace period for removal. There is room for one sign per side of each kiosk with a four by four foot size maximum.

There are several times during the year that annual events overlap in their requests to use the kiosks.

**Priority for posting signs, and for which side of the kiosk you may use, is given to events first in time.**

Reservations made first are not necessarily first to post. As space is limited, you may be asked to divide the number of locations with another event. You will either both have the opportunity to post at least four signs--one in each quadrant of the city, or to post the signs that are in the vicinity of your event.

### **CALIFORNIA STATE PARKS PERMIT**

If your event will need the use of any California State parks or public beach properties, a permit from the California State Parks Department may be necessary. CA State Parks may be contacted at 619-688-3385 between 10 days and 75 days prior to needing your permit depending on the type of event. A copy of your California State Park permit must be available upon request at the event.

### **NORTH COUNTY TRANSIT DISTRICT NOTIFICATION (NCTD)**

If your event will need street closures that affect the use of railways and/or public bus routes, a permit from NCTD may be necessary. A copy of your NCTD permit must be available upon request at the event.

For more information, you may contact NCTD as follows:

- For **bus notifications**, contact NCTD at 760-901-1122 / 760-801-0119
- To find out what route changes are in effect dial 511
- For **railway/Coaster notifications**, contact NCTD at 760-966-6557 / A flagman may be required, and you will be required to provide a copy of your railway safety plan and permit.

### **CALTRANS**

For events that affect interstate access or signage, notification and a special event permit from Caltrans may be necessary; you may contact Caltrans at 619-718-7895. To close interstate ramps, you will be required to provide a copy of your Caltrans special event application and permit.

### **ALCOHOLIC BEVERAGES**

If your event plans to serve or sell alcoholic beverages, you will need to obtain a daily license from the California State Department of Alcohol Beverage Control (ABC). ABC can be reached at 760-471-4237 or [www.abc.ca.gov](http://www.abc.ca.gov). A copy of your ABC license must be available upon request at the event.

You may anticipate the following steps to attain your ABC license:

- Download the necessary forms [www.abc.ca.gov](http://www.abc.ca.gov)
- Obtain approval from the property owner (Carlsbad Police Department's Traffic Lieutenant for city property)
- Obtain approval/conditions from the Police Department
- 10 to 30 days prior to date of event, take the original application with the approval/conditions from the Carlsbad Police Department to ABC for review & approval
- ABC will send the final copy of the license to the Police Department whether approved or denied

### **FACILITY USE PERMIT**

If your event will need the use of a City of Carlsbad's park or facility, before and/or during the event, you will need to obtain a facility use permit at your cost. The permit will be obtained simultaneously through the special event permitting process, and the Park and Recreation Department will work with the Special Event Committee to facilitate your permit.

You may contact the Parks and Recreation Department for specific questions regarding the park or facility at 760-602-7510 no less than 30 calendar days prior to needing your permit.

Applications will be reviewed; use will be categorized, and fees, if any, will be set by the Parks and Recreation Department. **Parks and facilities may be rented one year in advance to the public; submission for Special Events Permit does not guarantee park or facility availability.**

## **SANITATION/PORTABLE RESTROOMS**

Waste Management, Inc. (WM) is the "authorized collector" of solid waste in the City of Carlsbad through an exclusive franchise agreement. You must contact WM at 760-929-9400 to coordinate refuse and recycling container and servicing options for your event. A sanitation plan is required to properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion, the area must be returned to a clean condition. Should you fail to perform adequate clean-up or damage occurs to city property/facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair.

Special consideration should be given to quantity, placement, and service of the toilets and other portable sanitation equipment such as hand washing stations. Federal law requires at least 10 percent of the portable restroom facilities be ADA accessible. In addition, portable restrooms are required to be provided with secondary containment trays to contain possible overflows and that restrooms be placed away from locations that have the potential to impact the storm drain system.

For additional information regarding necessary environmental requirements for your event, you may contact the City of Carlsbad's Utilities Department/Solid Waste Division at 760-438-2722.

## **RECYCLING**

Recycling is required of all events. For events with approximately 2,000 or more attendees per day, a recycling/waste reduction plan is required by the State of California. You must develop and implement your plan and submit a recycled materials receipt within 30 days of your event. To facilitate the maximum segregation of recyclable materials from the solid waste stream and to identify contamination, it is strongly suggested that all recycling containers have lids and are clearly marked. They must be placed next to each trash receptacle. Your plan should be submitted along with the original application to allow sufficient time for comment and revisions and must include:

- The amount and types of waste anticipated
- Actions proposed to reduce the amount generated
- Recycling arrangements
- Provisions to document the actual amounts of diverted or recycled waste

For additional information regarding necessary environmental requirements for your event, you may contact the City of Carlsbad's Utilities Department/Solid Waste Division at 760-438-2722.

## **STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

A Storm Water Pollution Prevention Plan may be required to describe the steps you plan to take to prevent pollution depending on the following:

- The size of the event
- The location of the event
- The number of participants
- The weather forecast

Local and state regulations prohibit the discharge of wash water, cleaning water, trash, and debris into the storm drain system. If you are required to submit a plan, you will be responsible to implement all requirements. The city does not provide street sweeping services for special events. Your SWPPP should be submitted along with the original application to allow sufficient time for comment and revisions. For more information, you may contact the City of Carlsbad's Storm Water Department at 760-602-2780 ext.7111 who reviews and approves these plans and conducts inspections at high priority events.

## **FIRE PREVENTION/PERMITS**

If your event plans to include any of the following items, a permit or inspections from the City of Carlsbad Fire Department may be necessary.

- Catering
- Tents
- Canopies
- Umbrellas
- Fire/open flame/burning
- Fireworks/pyrotechnic displays
- Flame producing equipment or hot work
- Food preparation sites
- Liquid or gas-fueled vehicles (equipment) within an assembly occupancy or covered mall
- List of food service and tent vendors

A tent permit is required if a tent is over 200 square feet, a canopy is over 400 square feet, or “EZ Ups” cumulatively measuring 400 square feet or more. Small tents and/or canopies placed less than 20 feet apart are considered one area for inspection purposes. You may contact the Fire Prevention Department at 760-602-4665 for a tent permit no less than 14 calendar days prior to needing your permit. You will be required to provide a copy of your application and a list of food service and tent vendors.

Tent and pyrotechnic fees/inspections/permits are processed directly with the City of Carlsbad’s Fire Department and permitted separately from the special event application.

## **FIRE DEPARTMENT INSPECTIONS**

Establishing fire prevention and safety procedures for your event is essential in the planning process. Your event must be reviewed by the City of Carlsbad’s Fire Department for fire safety, crowd capacity, cooking compliance, and access issues. To ensure public safety, a Fire Prevention Specialist may need to inspect your venue for these issues either before or during your event.

For addition information regarding necessary inspections for your event, you may contact the Fire Prevention Department at 760-602-4660. If Fire Prevention Specialists are required for inspections or for stand-by duty for your event, you will be billed for their services at the rates established in the master fee schedule.

## **MEDICAL PLAN**

You are required to provide a detailed medical plan to ensure the health and safety of all participants and attendees at your event. The City of Carlsbad’s Fire Department must be accessed via the 911 system for all medical aids that are not immediately resolved by the on-site medical service provider. The Fire Department must also be accessed via the 911 system for any hospital transport that is needed. Your medical plan must include:

- Communications
- The types of resources
- Non-medical shuttle plan
- Equipment available
- Location of medical staff
- The manner in which the plan will be managed
- Copies of CPR cards for event staff

- Copy of Medical Director's curriculum vitae
- Copy of Medical Director's CA medical license

The Fire Department will determine your event's medical service requirements. You may contact the Fire Department at 760-931-2175 for further information.

### **MASSAGE LICENSING**

A City of Carlsbad massage license is required for every Holistic Health Practitioner and Massage Technician performing massage at your event. Students administering massage must be supervised by a licensed instructor. Carlsbad Municipal Code §5.16.300 exempts some personal services employees (physicians, chiropractors, sports trainers, nurses, etc.) Consult this code for clarification. You are required to provide copies of your masseuses' licenses for verification by city staff. To obtain a license, contact the Police Department's Massage Licensing Unit at 760-931-2145 or 760-931-2150 at least 60 days in advance.

### **CITY STAFFING/SECURITY/BILLING**

The Police Officer in Charge will review the plans for your event and determine the staffing needs.

If private security is to be used, they must have a current California State Patrol Operator's license. You will be asked to provide their license number. The status of their license will be verified with California State Department of Consumer Affairs at [www2.dca.ca.gov](http://www2.dca.ca.gov).

Please also provide information regarding your staffing plan including event employees and volunteers, their roles, contact information (location/times/phone numbers), and uniform description.

When the staffing review is complete, a cost estimate will be provided for your records. Rates as follows are in effect:

- Police Lieutenants--\$132.83/hour per Officer
- Police Sergeants--\$104.62/hour per Officer
- Police Officers--\$82.38/hour per Officer
- Police Dispatchers--\$56.66/hour per Dispatcher
- Community Service Officers--\$55.95/hour per CSO
- IT Command Post Staff--\$79.71/hour per employee
- Traffic Engineers--\$ 81.95/hour per employee
- Engineering Technician--\$67.23/hour per employee
- Engineering Inspector--\$54.94/hour per employee
- Streets Employees--\$55.30/hour per employee
- Fire Prevention Specialists -- \$62.66/hour per Specialist
- Firefighter/Paramedics -- \$50.32/hour per employee
- Fire Battalion Chief--\$82.75/hour per employee
- Parks Maintenance Workers--\$51.64/hour per employee
- There is no charge for Police Reserve Officers, Senior Patrol Volunteers, or Explorers. We will make every effort to utilize as many volunteers as is safely possible.

### **EXPLORER POST 781**

There is no charge for the Explorers; however, they are supervised by an advising Officer billed at the above rate. The program they are regulated by, Learning for Life, also requires they be fed once in an eight hour shift, then again if the shift goes over eight hours. They appreciate your compensation for



meals in return for their volunteer time. Explorer Post 781 is a non-profit organization that can provide you with a copy of their 501(c)(3) if requested for tax purposes.

#### **POLICE COMMAND POST**

The Police Officer in Charge will also review the plans for your event to determine if there is a need for placement of the Police Department's mobile command post. If it is determined to be a necessary component for the Police Department to work from at your event, placement on the site plan will be requested.

#### **POINT OF CONTACT**

The name and phone number for the contact person who will be on-site at the event to coordinate with city staff is required and that person must have the special event permit available upon request at all times. City personnel will seek that person to resolve problems brought to their attention. Failure to comply with the requirements of the special event permit may result in the issuance of citations to the Applicant, the Professional Organizer, and/or the participants.

#### **RESPECTFUL WORKPLACE**

In harmony with the City of Carlsbad's mission to provide top-quality service that enhances the quality of life for all who live, work, and play in Carlsbad, the city is committed to maintaining a workplace that respects all individuals and is free from discrimination and harassment in any form. A respectful workplace means a work environment in which all individuals treat one another in a courteous, honorable, and esteemed manner. It is the responsibility of the Applicant and event staff/volunteers to honor the city's values for respectfulness, collaboration, effective teamwork, and quality customer service in the workplace and to prohibit any form of discrimination and harassment that would otherwise conflict with these values. Anyone found in violation will be subject to appropriate sanctions.

#### **AFFECTED PARTY NOTIFICATIONS**

By definition, a special event is an occurrence that results in a change in when and where citizens can walk, drive, or park. One of the primary functions of the Special Events Committee is to evaluate the value of the event against any negative impact to the community. As an Applicant, you are required to notify those who may be affected by your event and develop satisfactory measures to mitigate any adverse impacts. This will help to assure the approval of your application.

The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. Affected parties are those residents and businesses located within 300 feet of the special event area that are likely to experience impact. Affected parties must have the opportunity to express their opinions and concerns. Therefore, Applicants are required to make all notifications in compliance with CMC §8.17.120 as follows:

- Any major event, not subject to the requirements of an affected party meeting, must notify all affected parties between **30 and 40 days** prior to the event date.
- All applicants for a special event permit must notify affected parties **10 to 15 days** prior to the event date.
- Notifications must contain information concerning the event and how to contact the Applicant and the Special Events Committee before and after the event.
- Affected parties must be notified by the Applicant via direct distribution or the US Postal Service.

## **MARKETING/PUBLIC RELATIONS**

Ensure that you have conditional approval before you begin to promote, market, or advertise the event. Conditional approval may be made after your special event application is submitted to the City of Carlsbad and initially screened by the Special Events Committee.

## **AMERICAN DISABILITY ACT**

As an Applicant, you are required to comply with all city, county, state, and federal disability access requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events must be accessible to persons with disabilities.

Disability access may include:

- Parking
- Restrooms
- Clear paths of travel
- Transportation
- Signage
- Food/beverage/vending
- Telephones
- Drinking fountains
- Information center

## **HEALTH PERMIT**

The Applicant intending to sell, give away, sample food, or provide water to the public at a community event must have a temporary food facility sponsor permit in accordance with the Health and Safety Code §114314. Each vendor must also have a temporary food facility vendor permit. These permits are issued by the County of San Diego's Department of Environmental Health and must be available upon request at the event.

The guidelines in the county application should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. Examples of food service requiring a permit might include food that is fried, pre-packaged, grilled, or barbecued; snacks and fruits; and bottled water. Examples of food service preparation to be permitted by the county may include means by: gas, fried, electric, open flame, propane, charcoal, or other.

Contact the County of San Diego's Department of Environmental Health, Food and Housing Division at least 30 days in advance of needing your permit at 760-471-0730 or 619-338-2379 or [www.sdcountry.ca.gov](http://www.sdcountry.ca.gov).

## **AMPLIFIED SOUND/MUSIC**

Loudly amplified sound or music will not be granted as a condition of your permit. If a complaint is received regarding the sound from your event, a Police Officer will respond and ask you to turn the sound down. A second complaint will require you to terminate the amplification or music. As well, the Police Officers may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Carlsbad does not allow slam dancing, crowd surfing, mosh pits, or other similar activities.